



RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

Solicitation for Planning Grant Proposals

Real Jobs Rhode Island

Issue Date: January 9, 2017

NOTICE

A Prospective Applicant that has received this document from the RI Department of Labor and Training or that has received this document from a source other than the RI Department of Labor and Training Website and that wishes to assure receipt of any changes or additional materials related to this Solicitation for Grant Proposals should email DLT.REALJOBS@DLT.RI.GOV immediately and provide the Prospective Applicant's contact name, organizational affiliation and email address so that addenda to the Solicitation or other communications can be sent to the Prospective Applicant.

STATE OF RHODE ISLAND
Department of Labor & Training

KEY INFORMATION SUMMARY SHEET

Solicitation for Grant Proposals: Real Jobs Rhode Island

Solicitation Issue Date: Monday, January 9, 2017

Solicitation Issuing Office: Department of Labor and Training- EXECUTIVE OFFICE

Grant Officer: **Alyssa Alvarado**

Proposals are to be submitted to: Department of Labor and Training
1511 Pontiac Avenue
Cranston, RI 02920
Attention: **Real Jobs RI**

Pre-Proposal Conference: To be announced on the Real Jobs RI website at
www.dlt.ri.gov/realjobs

Submission of Questions: All questions should be submitted via email to the
following email address: DLT.REALJOBS@DLT.RI.GOV
no later than Friday, February 24, 2017 at 5:00 p.m.
Questions will be answered in a timely manner. All
questions and answers will be posted to the Real Jobs RI
website (www.dlt.ri.gov/realjobs).

Closing Date and Time: Thursday, March 9, 2017 at 4:00 p.m.

Awards Issued: April 2017

Grant Duration: Three Months

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I. Funding Opportunity Description

The Department of Labor and Training is issuing this Solicitation for Planning Grant Proposals for qualified individuals and organizations to form industry sector and strategic workforce development partnerships that will collaboratively work with the State of Rhode Island and other entities to meet employers' workforce needs, advance the skills of Rhode Island workers, grow the State's economy, provide interconnectivity to the workforce network, and increase sustainable employment for working families.

Applicants are strongly encouraged to submit a grant request that does not exceed \$20,000.

A. Real Jobs Rhode Island Overview

Real Jobs RI is a state and federally funded, competitive workforce and economic development grant program. It is designed to ensure that Rhode Island employers have the talent they need to compete and grow while providing targeted education and skills training to Rhode Island workers. Real Jobs RI recognizes that the best way to identify the workforce challenges employers face is to work directly with employers to identify their needs and craft solutions. Workforce solutions are developed by the industries themselves, in concert with a number of other strategic partners, and can include training for new hires to fill vacant positions, career advancement strategies for incumbent workers, and support for individuals with specific barriers to employment. Real Jobs RI promotes both the prosperity of working families and economic development across the State.

The Real Jobs RI program is designed to fulfill the following goals:

- address business workforce needs by focusing on industry sector strategies that seek short-term solutions to immediate workforce needs and long-term solutions to sustained skills gaps and personnel shortages;
- address the needs of workers by creating formal career paths to good jobs, and sustaining or growing middle class jobs;
- encourage mobility for Rhode Island's most hard-to-serve jobseekers through targeted job readiness training; and,
- drive coordination between the public and private sectors and the workforce, economic development, and education partners around the State.

Forming Partnerships

To achieve these goals, Real Jobs RI funds the formation of Real Jobs RI Partnerships. These are collaborations of stakeholders led by industry (groups of employers in the same industry) that also include any of the following kinds of organizations: nonprofits, community-based organizations, two- and/or four- year institutions of higher education, K-12 programs, local workforce boards, industry associations, local governments, local or regional economic development agencies, labor unions, philanthropic organizations, and other training providers and relevant partners. The purpose of these partnerships is to develop capacity such that they can successfully create and implement strategic plans

that meet employers' workforce needs, advance the skills of Rhode Island workers, grow the State's economy, and increase sustainable employment for working families.

Partnerships coalesce around a target industry sector. They may start with a group of employers who are currently working together to alleviate shortages of skilled employees; a labor market data analysis by a regional workforce board or an education stakeholder group looking to identify target industries with workforce training needs; nonprofits and local departments of social services who band together to improve the lives of residents through skills training and seek to partner with employers with common workforce and training needs; or a regional economic development entity who recognizes a common need in an industry within a region and begins the process of collaboration. The key to all of these partnerships is that by the end of the planning process, they include a group of employers who are from the same industry or have a similar workforce need and are meaningfully engaged in the development of the partnership.

These partnerships are strategic because: they are carefully built to include **all** necessary partners before workforce solutions are designed; they cut across traditional workforce, education and social services system silos; they consider the economic realities of a regional industry in assessing skills gaps and training needs; and, they are broader than the development of customized training for one employer.

Program Structure

The Real Jobs RI competitive application process has been segmented into two phases:

- (1) Planning Grant (PG) phase; and,
- (2) Implementation Grant (IG) phase.

Applicants applying for the planning grant will submit a proposal that will outline how they will identify and work with employers and other partners to create an industry-driven workforce training plan.

The Planning Grant will provide funding to develop an industry-driven workforce training plan. The Implementation Grant will provide funding to implement applicants' workforce training plans.

A full Solicitation for Implementation Grants for Real Jobs RI Partnerships will be issued in April 2017. That Solicitation will be open to all applicants, including those who did not apply for and those that applied for but did not receive Real Jobs RI Planning Grants.

B. Purpose and Priorities of the Planning Grant

The Planning Grant is the focus of this Solicitation. The purpose of the Planning Grant is to provide awardees with some modest resources to:

- assemble the partners that will comprise the Real Jobs RI Partnership from the target industry;
- identify the critical skills gaps, workforce needs, and other long-term workforce issues in the target industry;
- identify the training, education, human resource and other solutions to address these critical industry needs; and,

- develop a detailed workforce training plan to implement these solutions, particularly in high-demand occupations.

Planning Grant funds will support a partnership's three-month planning process, which must be "industry-led." This does not mean that industry representatives host all meetings; rather, the overall process has true business focus and leadership. DLT will require evidence that multiple employers were active participants during the three-month planning process and had substantial input into the workforce training plan. This workforce training plan will be the partnership's submittal for the IG solicitation.

For examples of industry-led partnerships, please go to the Real Jobs RI webpage at www.dlt.ri.gov/realjobs.

C. Funding Stream and Authority

This grant is being funded by the Governor's Workforce Board pursuant to Rhode Island General Laws § 42-102-6(e)1.

Funds for this phase will be provided by the state Job Development Fund and the federal Sector Partnership National Emergency Grant awarded to the RI DLT by the USDOL.

II. Award Information

A. Available Funding and Number of Awards

Applicants are strongly encouraged to submit a grant request that does not exceed \$20,000. The number of grants awarded will be determined by the competitive process and the available funding. All contract awards are subject to the availability of funds and the execution of a contract that is acceptable to both the selected respondent and the DLT.

B. Award Duration and Timeline

The grant period lasts for three months, from April 2017 to July 2017. Below is the proposed timeline for this round of Real Jobs RI applications; specific dates will be announced on the Real Jobs RI website at www.dlt.ri.gov/realjobs as they become available.

Date	Action Item
January 9, 2017	Solicitation for Planning Grant Proposals released
March 9, 2017	Submission deadline for Planning Grant proposals
April 2017	Planning Grant awards announced/Solicitation for Implementation Grant Proposals released
July 2017	Submission deadline for Planning Grant Awardees' workforce training plan proposals and others responding to the Implementation Grant; Planning Grant final fiscal report due two weeks later
August/September 2017	Implementation Grant awards announced

C. Grant Officer

The sole point of contact in the State for purposes of this Solicitation for management of all grants awarded is the Grant Officer at the address listed below:

Alyssa Alvarado
RI Department of Labor and Training
1511 Pontiac Avenue
Cranston, RI 02920-4407
E-mail: ALYSSA.ALVARADO@DLT.RI.GOV

The Department may change the Grant Officer or delegate the duties of the Grant Officer to others at any time by written notice.

D. Pre-Proposal Conference

A pre-proposal conference will be scheduled, and will be announced on www.dlt.ri.gov/realjobs. All prospective applicants are encouraged to attend in order to facilitate better preparation of their proposals.

E. Proposal Due Date and Time

Proposals, in the number and form set forth in Section IV, "Proposal Format and Submission Information" must be received in hand by Real Jobs RI staff at the address listed on the Key Information Summary Sheet, time and date stamped no later than 4:00 P.M. Local Time on Thursday, March 9, 2017, in order to be considered. If the proposal submission is mailed, it must also be received by the closing date and time. Hand delivery is preferred.

Proposals may not be submitted by e-mail or facsimile.

III. Eligibility and General Information

A. Eligible Lead Applicants

The Lead Applicant serves as Fiscal Agent for the grant as well as lead contact and administrator for all grant-related activities. The Lead Applicant may be any of the following:

- Employer;
- Nonprofit organization;
- Two- and/or four-year institution of higher education;
- Local Workforce Board;
- Industry association;
- Labor union;
- Local government; or,
- Local or regional economic development entity

B. Required Partnership Structure

At least two employers from the target industry and representatives from two diverse entities must be identified in the Planning Grant Proposal and committed to participating in the planning process. Diverse

entities include nonprofits, community-based organizations, two- and/or four- year institutions of higher education, K-12 programs, local workforce boards, industry associations, local governments, local or regional economic development agencies, labor unions, philanthropic organizations, and other training providers and relevant partners.

An entity may be a member of more than one Planning Grant Applicant Group.

C. Required Partner Roles

The Lead Applicant shall be the Fiscal Agent for this grant. This designation does not require that they be the Fiscal Agent for any future funding awarded under a Real Jobs RI Implementation Grant.

Each PG applicant group must designate a Convener. The Convener is an individual or organization that has credibility within the target industry and the trust of a diverse set of program partners. The ideal Convener will have the credibility and discipline to let industry partners set their own agenda and chart the course for the partnership, while balancing the interests of all potential partners. The Convener may also:

- start a dialogue among partners by assembling a shared set of facts about potential target industries and skills gaps;
- reach out to potential partners; and/or,
- play a critical project management role, including managing activities, logistics, outreach, coordination and drafting of the workforce training plan.

For the purposes of this Planning Grant, the Lead Applicant may or may not be the Convener. For examples of convener models and the attributes of successful conveners, please go the Real Jobs RI web page at www.dlt.ri.gov/realjobs.

D. Leveraged Resources

Leveraged resources are not required; however, they are encouraged.

E. Targeted Industry Sector and/or Region

Real Jobs RI requires that applicants identify a targeted industry sector and/or region. Real Jobs RI views those terms as:

- **Industry Sector:** A group of employers closely linked by a common product or service, workforce skills, similar technologies, supply chains or other economic ties. Target industry sectors often mentioned as priorities in Rhode Island are construction, defense, finance and insurance, healthcare, hospitality, bioscience, information technology (IT), logistics, manufacturing, and marine trades. More advanced sector groupings such as those described in the 2016 economic report prepared by Battelle Technology Partnership Practice (now TEconomy Partners, LLC) in association with the Metropolitan Policy Program at Brookings and Monitor Deloitte, called *Rhode Island Innovates: A Competitive Strategy for the Ocean State*, are also recognized. An industry sector can be defined or linked by a common workforce need or skill set ('Information Technology', for example, can be considered an industry sector even though it cuts across numerous other defined sectors). Regardless of the defining feature, all target industry sectors

identified by applicants that are validated by data analysis and regional experience will be given equal consideration.

- **Region:** Region is a flexible term. It is not limited to geographic boundaries. Applicants have the flexibility to define a region, for example, by industry labor markets that are already known or understood, rough concentrations of populations, commuter patterns or industry hubs. It can be across Local Workforce Investment Areas ("LWIAs") and geo-political boundaries, and even incorporate multiple economic development areas.

F. Eligible and Ineligible Expenses

Grant funds may be used to support the facilitation of the planning process, including documented staff time to coordinate the planning process and develop the Implementation Grant proposal. Specific expenses shall be set at the following rates:

- Consultants: No more than \$500 per day, plus travel expenses
- Mileage: \$0.535/mile
- Meals: Reimbursement is \$30 per day or \$15 per half day.

Grants awarded under this Solicitation shall not be used for the following:

- Capital improvements
- Equipment
- Marketing

Additional guidance on eligible and ineligible expenses will be provided if grant is awarded.

IV. Proposal Format and Submission Information

A. How to Apply and Submission Requirements

Proposals must be submitted with all of the required documents. Those documents are: cover page, letter of application, proposal narrative, project management plan, budget and budget narrative, letters of intent from partners, Taxation Letter of Good Standing and the fiscal agent assurances form. See Appendix B for an application checklist. Application materials should be submitted in the same order as the checklist.

The Proposal Narrative must use line spacing of at least 1.5 and 12-point font, have one-inch margins, use page numbers, and be no more than 20 pages long. Charts may use single spacing and a 10- point font. Citations for specific data points should be included within the narrative as footnotes; no works cited page is required.

The prescribed cover sheet must be the first page of the proposal.

Two originals and five (5) copies of the proposal should be submitted in hard copy, plus one electronic copy on a USB flash drive or CD. Standard size (8½" x 11") paper of regular weight should be used.

B. Cover Page

A template page that includes important identifying and program information about the proposal. See Appendix C for a template.

C. Letter of Application

A letter from the Lead Applicant to the Grant Officer or the Director of the Department of Labor and Training formally submitting the proposal and briefly describing what the planning grant applicant group hopes to achieve with planning grant funds.

D. Proposal Narrative

The narrative must use the headings outlined below and be no more than 20 pages.

I. Executive Summary

- a. Provide a brief overview of the application, not more than two pages.

II. Real Jobs Partnership

- a. Identify the members of the Planning Grant Applicant Group.
 - i. Brief description of each applicant, what they bring to the emerging partnership, and what their role will be in creating the end product: a workforce training plan to respond to the Implementation Grant solicitation.
 1. Include how and why the lead applicant was selected.
 - ii. Provide letters of intent from each member of the applicant group at the end of the application. These letters should show that the member is an active partner and committed to the partnership.
- b. Identify the Convener and the Convener's role in this particular partnership.
 - i. Brief explanation as to why the Convener is well-suited for this role.
 - ii. The letter of intent from the Convener must acknowledge the specific role and/or tasks.

III. Target Industry Sector and/or Region

- a. Identify the target industry sector and/or region. Describe any specific high-demand occupations or sets of occupations at different skill and salary levels within the identified target industry sector in Rhode Island. Bureau of Labor Statistics (BLS) Data is one such source, but even better are the actual identified hiring needs of companies within the partnership.
- b. Describe how and why the target industry sector and/or region was selected. Provide data to support the selection of the target, if applicable. For example, data and/or partner company experience can show shortages in skilled employment within the target industry sector and/or region over a sustained period of time or as projected, based upon planned large-scale programs underway or large-scale industry changes.

IV. Planning Process

- a. Describe how the Planning Grant applicant group will create a workforce training plan to respond to the Implementation Grant solicitation. The description should be as detailed as possible, including specific deliverables and a rough timeline of events.
- b. Complete a project management plan (see template in Appendix D) that summarizes the details above and includes which partner is responsible for each action item.

- c. Provide an outline of how the Planning Grant applicant group will work collaboratively throughout the process.

V. Industry Engagement and Growth

- a. Describe plans to ensure the planning process is industry-led.
 - i. Provide an outline of actions steps to ensure that the employers of the target industry are participating in defining their actual and/or projected workforce needs and/or shortages.
 - ii. Describe the methods that will be used during the planning process to better understand the workforce needs of the target industry, such as focus groups, surveys, data collection, facilitated work sessions with groups of employers, etc.
- b. Describe plans to recruit additional partners, including employers. If not already a member of the Planning Grant applicant group, provide a brief description of the role, if any, that the local workforce board and/or any regional or local economic development entities might play in the planning process.

VI. Capacity for Collaboration

- a. Describe ways in which members of the planning grant applicant group are already engaged in working collaboratively with one another, or have in the past. State the results of the collaboration.
- b. Describe any previous or existing industry-sector partnership experience by members of the planning grant applicant group.
- c. Describe any past or current work by members of the Planning Grant applicant group with the State of Rhode Island.

VII. Organizational, Administrative and Fiscal Capacity

- a. Briefly describe how the lead applicant has the administrative and fiscal capacity to properly and effectively manage grant funds and submit timely and accurate expense reports. The lead applicant will further be required to complete a Fiscal Agent Assurances Form (see Appendix F).

E. Budget and Budget Narrative

A proposed budget should be submitted that includes a brief description of each budget item and what role the item will play in the execution of the grant.

See Appendix E for a template budget and budget narrative.

F. Additional Attachments

The DLT will not accept any additional documentation, except for what is outlined below:

- **Project Management Plan:** See Appendix D for a template and IV.D.IV.b for requirements.
- **Letters of Intent:** See IV.D.II.a.ii and IV.D.II.b for requirements.
- **Taxation Letter of Good Standing:** The lead applicant must submit a current Letter of Good Standing from the state Division of Taxation. More information can be viewed at: <http://www.tax.ri.gov/Tax%20Website/TAX/Letters%20of%20Good%20Standing/index.php>.
- **Fiscal Agent Assurances Form:** See Appendix F for the required form. This form is signed by the Lead Applicant to affirm that they will comply with all applicable regulations, policies, guidelines, and requirements of the Rhode Island Department of Labor and Training (DLT) and the State of Rhode Island and have the fiscal capacity to administer the grant.

V. Grant Evaluation and Selection

A. Grant Award Evaluation Process

DLT staff will perform an initial screening of applications to ensure that submission requirements were met and all required sections were included. Applicants not meeting all submission requirements will not be read **and the application will be considered nonresponsive and rejected.**

An Evaluation Committee will score applications. The committee will be composed of representatives from DLT and other State agencies. Mirroring the structure of the Proposal Submission, Evaluators will be directed to consider, among other factors, the following:

Real Jobs Partnership:

- Is there a clear and cogent rationale for the selection of the Convener, Lead Applicant and other planning group partners?
- Does the Lead Applicant have the capacity to fulfill its role?
- Is the Convener credible, objective, and does he or she have knowledge of the industry and industry players?
- Are employers sufficiently engaged in the process and is there evidence that employers drove the planning process?
- Do letters of intent from the planning grant applicant group reflect what is written in the proposal and show an understanding of their role and engagement in the process?

Target Industry Sector and/or Region

- Does the proposal provide clear definition of the target industry sector and/or region and describe how and why it has been identified?
- Is sufficient data or employer intelligence provided to demonstrate that the target industry sector is growing?
- Are employers in the emerging partnership closely linked by a common product or service workforce skills, similar technologies, or other economic ties?

Planning Process

- Does the proposal include a clear and effective plan to continue to add new partners and employers?
- Does the proposal include an effective method to identify the workforce shortages and skills gaps or other factors related to the particular industry?
- Based on reviewing the proposal, is the evaluator confident the Applicant Group is capable of successfully developing and submitting a proposal in response to the IG Solicitation?

Capacity for Collaboration

- Does the proposal include well-thought out and intentional action steps outlining how the PG Applicant Group is going to work collaboratively during the planning process?
- Does the proposal demonstrate a regular communication process established between all members of the partnership?
- Do any members of the Partnership have prior experience working in industry-sector partnerships and/or with each other?

Organizational, Administrative and Fiscal Capacity

- Has the lead applicant demonstrated the administrative and fiscal capacity to properly and effectively manage grant funds and submit timely and accurate expense reports?

Budget and Budget Narrative

- Are the expenses listed in the budget reasonable, allowable, and reflective of the proposal?
- Does the budget narrative adequately describe the expenses in the budget and reflect the scope of work in the proposal?
- [For enhanced consideration, not required] Does the proposal include leveraged resources and/or in-kind contributions from members of the planning grant applicant group and/or employers?

B. Grant Award Selection Process

If necessary, oral presentation of the proposal may be required to clarify content in the proposed plan.

Final approval for each grant awarded shall be determined by the Director of the Department of Labor and Training, based on the recommendations of the Review Committee and taking into account other factors, such as geographic distribution and industry diversity.

VI. Grant Administration and Reporting

A. Payment Options

Grants will be awarded on a reimbursement basis. Any unspent funds must be returned to DLT with the final financial and program narrative report.

B. Reporting Requirements

A mid-program status report will be required of Lead Applicants during the three-month planning process. Lead applicants will work with an assigned DLT Grant Advisor, who will assist the partnership as needed.

Final PG fiscal reporting will be due two weeks after the submission deadline for the final work product. Fiscal oversight will consist of an examination of expenditures as compared to the approved grant budget and budget narrative.

There may be site visits and/or programmatic and fiscal audits during and after the three-month planning grant period.

C. Final Work Product

The Planning Grant applicant group's workforce training plan, developed with planning grant funds, will also be the submission to the IG Solicitation, due in July 2017.

If the Planning Grantees determine during the planning phase that there is insufficient labor market need or interest in proceeding, they may choose not to develop a workforce training plan. In this event, the Lead Applicant must still provide a final report documenting the planning process, data and experience collection and how the decision was arrived at not to pursue Implementation Grant funding. In these instances, DLT reserves the right to require the Lead Applicant to return that portion of the

Planning Grant award that was not expended during the planning process, with expenditure documentation.

D. Right to Revoke Funding

DLT reserves the right to revoke Planning Grant funding from the recipient entity of any grant and require the return of unspent funds if the goals and timelines consistent with the approved Planning Grant are not met.

To download all appendices, please visit www.dlt.ri.gov/realjobs.

Appendix A: Definitions

For purposes of this Solicitation, the following abbreviations or terms have the meanings indicated below:

- a. **Convener** – an individual or organization that has credibility within the target industry and the trust of a diverse set of program partners. The ideal Convener will have the credibility and discipline to let industry partners set their own agenda and chart the course for the partnership, while balancing the interests of all potential partners. The Convener may also:
 - start a dialogue among partners by assembling a shared set of facts about potential target industries and skills gaps;
 - reach out to potential partners; and/or,
 - play a critical project management role, including managing activities, logistics, outreach, coordination and drafting of the workforce training plan.
- b. **Credential** – A recognized educational diploma, certificate or degree, occupational license, apprenticeship certificate, industry-recognized certification, National Career Readiness Certificate (NCRC), or award for skills attainment and completion, issued by an approved training provider in the State or third-party credential provider.
- c. **RI DLT or the “Department”** – RI Department of Labor & Training
- d. **Grant Officer** – The State representative who will manage the resulting grant awards. The Department may change the Grant Officer or delegate the duties of the Grant Officer to others at any time by written notice to the Lead Applicant.
- e. **High-Demand Occupation** – An occupation that has a significant presence within target industries, is in demand by employers, and pays or leads to a family-sustaining wage.
- f. **Implementation Grant (IG)** – Funding to implement the workforce training plans created during the planning phase.
- g. **Industry Sector**: A group of employers closely linked by a common product or service, workforce skills, similar technologies, supply chains or other economic ties. Target industries often mentioned as priorities in Rhode Island are construction, defense, finance and insurance, healthcare, hospitality, bioscience, information technology (IT), logistics, manufacturing, and marine trades. More advanced sector groupings such as those provided by the Brookings Study are also recognized. Lastly, an industry sector can be defined/linked by a common workforce need or skill set (‘Information Technology’, for example, can be considered an industry sector even though it cuts across numerous other defined sectors). Regardless of the defining feature, all target sectors identified by applicants that are validated by data analysis and regional experience will be given equal consideration.









- h. **Lead Applicant** – The entity designated by the applicant group to serve as Fiscal Agent for the grant as well as lead contact and administrator for all grant-related activities. Lead Applicant may be any of the following:
- Employer;
 - Nonprofit organization;
 - Two- and/or four-year institution of higher education;
 - Local Workforce Board;
 - Industry association;
 - Labor union;
 - Local government; or,
 - Local or regional economic development entity
- i. **Local Workforce Board (or Local Workforce Development Board - LWDB)** – A Local Workforce Board sets policy for the local workforce system in one of the two local workforce investment areas certified by the Governor in the State of Rhode Island. The Board coordinates workforce activities to address employer needs, increase employment, retention and earnings of participants, and increase occupational skills attainment by participants, and, as a result, improve the quality of the workforce and enhance the productivity of the State.
- j. **Planning Grant (PG)** – Modest funding to assist awardees in modest resources to:
- assemble the partners that will comprise the Real Jobs RI Partnership from the target industry;
 - identify the critical skills gaps, workforce needs, and other long-term workforce issues in the target industry;
 - identify the training, education, human resource and other solutions to address these critical industry needs; and,
 - develop a detailed workforce training plan to implement these solutions, particularly in high-demand occupations.
- Planning Grant funds will support a partnership's three-month planning process. The workforce training plan will be the partnership's submittal for the IG solicitation.
- k. **PG Applicant Group** – The group of entities applying for Planning Grant funding. This group must include **at least two** employers from the target industry and representatives **from two** diverse entities, listed below under Real Jobs RI Partnership.
- l. **Real Jobs Rhode Island (RJRI)** - A state and federally-funded, competitive workforce and economic development grant program and the funding source for this Solicitation.
- m. **Real Jobs RI Partnership (RJRIIP) or "Partnership"** – A collaboration that brings together a regional group that may include employers, nonprofits, community-based organizations, two and/or four year institutions of higher education, local workforce boards, local governments, regional or local economic development entities, labor unions, K-12 programs, industry associations, philanthropic organizations, other training providers and other relevant partners to identify common workforce needs for high-demand occupations within a target industry and to develop and implement industry strategies to meet the common workforce needs and shortages.

Appendix A: Definitions

- n. **Region:** Under Real Jobs RI, 'region' is a flexible term. It is not limited to geographic boundaries. Applicants have the flexibility to define a region, for example, by industry labor markets that are already known or understood, rough concentrations of populations, commuter patterns or industry hubs. It can be across Local Workforce Investment Areas ("LWIAs") and geo-political boundaries, and even incorporate multiple economic development areas.
- o. **Solicitation for Grant Proposals (Solicitation)** – This solicitation for grant proposals under the Real Jobs RI program.

Appendix B: Proposal Checklist

This checklist is intended to assist the applicant in making sure the required documents are present. The proposal must have the required document in the order that they appear in the checklist, and may not include any additional documentation.

Document	Requirements	Document Included
Cover Page (which includes the requested budget amount and signature)	See Appendix C for Required Fields	
Letter of Application	See PG Solicitation section IV.C; must be signed by authorized representative of the lead applicant	
Proposal Narrative	See PG Solicitation section IV.A and IV.D	
Project Management Plan	See Appendix D for template and PG Solicitation section IV.D.IV.b for requirements	
Budget and Budget Narrative	See Appendix E for template and PG Solicitation section IV.E for requirements	
Letters of Intent from Partners	See PG Solicitation section IV.D.II.a.ii and IV.D.II.b	
Taxation Letter of Good Standing	Lead Applicant must submit a current Letter of Good Standing from the state Division of Taxation. More information can be viewed: http://www.tax.ri.gov/Tax%20Website/TAX/Letters%20of%20Good%20Standing/index.php	
Fiscal Agent Assurances Form	See Appendix F for the required form	

Appendix C: Cover Page Template

Title of Proposed Real Jobs RI Partnership:

--

Targeted Industry and Region: _____

Name of Lead Applicant: _____

Address of Lead Applicant: _____

Tax ID Number of Lead Applicant: _____

Name of Lead Applicant Contact Person: _____

Telephone and Email of Contact Person: _____

Name of Convener and Affiliation: _____

Employer Partners for Planning Grant
Application (no less than two):

Other Partner Organizations for Planning
Grant (no less than two):

Amount Requested: _____

Proposal Abstract (100-word limit): _____

Signature of Authorized Authority from Lead Applicant: _____

Printed Name and Title: _____ Date of Signature: _____

Appendix D: Project Management Plan Template

The proposal must include a management plan. This is a sample template that describes the required key elements. The partnership may use a different form as long as the same information is provided. Add rows as necessary.						
Action Steps	Estimated Time Frame	Responsible Entities	Intended Outcomes	Resources Provided (if applicable)	Date Completed	Status Update
[example] Employer Roundtable Discussion	4/3/17 – 4/7/17	Widget Solutions Consultants	Preliminary identification of key workforce and skills shortages	Meeting Space, Refreshments	4/7/17	Meeting complete. Agreement that entry level positions should be primary focus

This is a sample template. Another form may be used as long as the same information is provided. (SEE TAB 2 FOR SAMPLE)

COST CATEGORY		FUNDING SOURCE		BUDGET NARRATIVE
Line Item	A TOTAL Expense (B+C)	B Planning Grant Funds Requested	C Leveraged Resources (Cash	
				Narrative description of each budget expense with calculation assumptions. Describe the type of Leveraged Resources.
TOTAL	\$ -	\$ -	\$ -	

Lead Applicant:	RI Widgetmaking Association
PG Applicant Group Members:	Widgets 'R' Us, Widgets Unlimited, Global Gears, RI Widget Company, Ocean State University
Total Grant Funds Requested:	\$23,600.00

Appendix E: Budget & Narrative

This is a sample template. Another form may be used as long as the same information is provided.

COST CATEGORY		FUNDING SOURCE		BUDGET NARRATIVE
Line Item	A TOTAL Expense (B+C)	B Planning Grant Funds Requested	C Leveraged Resources (Cash & In-Kind)	
<i>Program Expenses</i>				
<i>Widget Solutions Consultants</i>	\$ 7,500.00	\$ 5,000.00	\$ 2,500.00	Expert Widgetmaking Workforce Specialists. \$500/day X 15 days
<i>Meeting Space</i>	\$ 530.00	\$ -	\$ 530.00	Comparable meeting space lease: \$800/month. Estimated use: 20 days
<i>Meeting Supplies</i>	\$ 800.00	\$ 800.00	\$ -	Easles, markers, pens, notepads
<i>Light refreshments</i>	\$ 300.00	\$ -	\$ 300.00	For employer roundtable meetings. Est. \$50/meeting x 6 meetings
<i>Travel</i>	\$ 800.00	\$ 800.00	\$ -	Estimated travel reimbursement for employer representatives to Six Roundtable meetings
<i>S. Smith, PhD</i>	\$ 12,000.00	\$ 12,000.00	\$ -	Professor - Ocean State University. \$500/day X 24 days
<i>Personnel</i>				
<i>J. Rodriguez</i>	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	Widgetmaking Association Executive Director (Annual Salary + Fringe = \$120,000). 50% of estimated time over two months
<i>G. Jackson</i>		\$ -	\$ 3,333.00	Widgetmaking Association Finance Director (Grant Fiscal Management) (Annual Salary + Fringe = \$80,000). 25% of estimated time over two months
TOTAL	\$ 31,930.00	\$ 23,600.00	\$ 11,663.00	

Appendix F: Fiscal Agent Assurances

The Lead Applicant hereby affirms and certifies that it will comply with all applicable regulations, policies, guidelines, and requirements of the Rhode Island Department of Labor and Training (DLT) and the State of Rhode Island and Providence Plantations as they relate to the application, acceptance, and use of Real Jobs RI funding in this project. The Lead Applicant further affirms and certifies that:

1. It possesses legal authority to apply for the grant, i.e, an official act of the Lead Applicant's governing body has been duly adopted or passed, authorizing filing of the application, including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the Lead Applicant and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
3. It will expend funds to supplement new and/or existing programs and not use these funds to supplant non- grant funds.
4. It will participate in any statewide assessment program or other evaluation program as required by DLT.
5. It will give DLT, or an authorized representative, the right of access to, and the right to examine all records, books, papers, or documents related to the grant.
6. It will assure that monthly status reports will be submitted to DLT, as required.
7. It will comply with all requirements imposed by DLT concerning special requirements of law and other administrative requirements.

The Lead Applicant further acknowledges that it will serve as fiscal agent and will perform all financial management duties of the grant and accept responsibility for the proper use of grant funds. As Fiscal Agent, Lead Applicant is responsible for maintaining separate records of disbursements made on the Applicant's behalf and disbursing those funds in accordance with the restrictions related to the grant. The Fiscal Agent takes full responsibility for managing and documenting grant expenditures, as well as submitting financial reports for the grant. The Fiscal Agent is responsible for receiving and safeguarding grant funds. Furthermore, the Fiscal Agent is legally obligated to:

- maintain separate records of disbursements related to the grant;
- keep receipts for at least three years following closing of the grant;
- make financial records available to the State of Rhode Island and its representatives upon request;
- disburse funds in accordance with the purpose of the grant application; and,
- file the final financial report at the conclusion of the grant.

Organization Name: _____ Federal Tax ID Number: _____

Signature of Authorized Representative of Lead Applicant

Date

Name and Title (Typed or Printed)